

<b>Level I Ergonomics Assessment Checklist for Maintenance, Warehouse, and Service Work Areas</b>	Survey Date (YYMMDD)  <b>990505</b>	<b>Workplace Identifier:</b>	<b>N/A</b>	
<i>(use this space for mechanical imprint)</i>		Base <b>XYZAFB</b>		Organization
		Workplace <b>Parachute Packing Facility</b>		
		Bldg. No/Location <b>1001</b>		Room/Area <b>1A</b>
		AFSC/Job Series <b>N/A</b>		
		Job Name: <b>Parachute Packer</b>		
BEF Technician: <b>John Doe</b> <u>John Doe</u> <div>Sign</div>				

## Level I - Ergonomics Assessment for Maintenance, Warehouse, and Service Work Areas

### Part I - Work Content (Description of Tasks Performed)

Technician: **J. D.**  
Date: **5-5-99**

For this section, work with the employee to determine those recurring jobs/tasks that are most difficult on the body. Ask the employee the following questions:

- “In terms of stress to the body, what are the most difficult, fatiguing jobs/tasks that you do?”
- “Which of those jobs/tasks do you perform on a regular basis (or occur most frequently)?”

Using the Maintenance, Warehouse, and Service Areas Task Key List as a reference, write in the task names in the Work Content Matrix below. If the employee mentions tasks which are not included on the Task Key List, write-in the additional tasks in the Task Key List. **Note: If the person mentions several jobs which each have multiple tasks, complete a separate checklist for each job.**

For each task performed, determine the approximate task frequency using the following proportions of job time:

- > 50 % (High):** The total percentage of work time spent performing the task is greater than 50%.
- 10-50 % (Moderate):** The total percentage of work time spent performing the task is between 10 and 50%.
- < 10 % (Low):** The total percentage of work time spent performing the task is less than 10%.

For each task, check the most appropriate circle in the Work Content Matrix below to indicate approximate task frequency. If lifting/high force exertions occur in the task, indicate by checking the appropriate circle.

#### WORK CONTENT MATRIX

<u>Task</u>	<u>Lifting / Exertion</u> <u>Occur in Task</u>	<u>Task Frequency</u> (Check one)		
		(Low) 0-9%	(Moderate) 10-50%	(High) 51-100%
1. Packing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

☒ = Critical tasks are indicated by the shaded boxes in the Work Content Matrix. Critical tasks are tasks which occur greater than 10% of the job time or which involve lifting or high forces.

#### ONLY COMPLETE THE CHECKLIST FOR CRITICAL TASKS.

LOW FREQUENCY TASKS WITH LIFTING OR EXERTION ARE SCORED AS MODERATE FREQUENCY.

### Performance Measures

How is your performance measured? Inspection by Supervisor

## Level I - Ergonomics Assessment for Maintenance, Warehouse, and Service Work Areas

### Part I - Work Content (Description of Tasks Performed)

#### Maintenance, Warehouse, and Service Task Key List

Abrading	Masoning
Assembling/Disassembling – Internal Components	Media Blasting – Blast Cabinet
Assembling/Repairing (Bench Work)	Media Blasting – High Pressure Gun
Bagging	Melting
Baking	Molding
Bolting/Screwing	Monitoring (of Displays)
Chipping	Nailing
Cleaning by Hand (Detail Work)	Opening/Closing Heavy Doors
Cleaning with High Pressure Equipment	Ordinance Disposal
Coating/Immersing	Packing
Commissary/Meat Cutting	Packing/Shipping
Cooking (Food Preparation)	Painting/Spraying
Cooking (Short Order Grill)	Palletizing
Crimping	Picking/Stocking
Cutting/Shearing	Paving
Dishwashing	Pumping
Drilling	Prying
Driving (Vehicles)	Pumping
Excavating/Shoveling	Riveting/Bucking
Flame Cutting	Sanding
Folding/Fitting	Sawing
Food Serving	Scanning Groceries/Tendering
Fork Lift Truck Operating (sitting)	Scanning/Bar Code Reader (Hand-held)
Fork Lift Truck Operating (standing)	Sewing
Forming	Soldering
Gluing/Laminating (Doping)	Stripping/Depainting by Hand
Grinding	Stripping/Depainting by Mechanical Methods
Hammering	Transporting Loads on Non-powered Carts
Hose Handling	Turning Valves
Inspect and Repairing Support Equipment	Tying/Twisting/Wrapping
Lifting	Visual Inspection
Loading/Unloading	Welding
Lubricating	Wiring
Machining	Wrenching/Ratcheting
Masking	

# Level I - Ergonomics Assessment for Maintenance, Warehouse, and Service Work Areas

## Part II - Checklist, Shoulder / Neck

### Job Factors





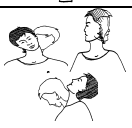
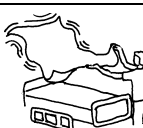
For each Job Factor, select the appropriate Job Factor Frequency score in the appropriate Task Frequency column using the following guidelines:

**Frequently (F):** Job Factor occurs more than 50% of the task time

**Sometimes (S):** Job Factor occurs for 10-50% of the task time

**Infrequently/Never (N):** Job Factor occurs less than 10% of the task time or does not apply

### Critical Tasks

Job Factor		Task Name: Packing		Task Name:		Task Name:		Comments
		Task Frequency		Task Frequency		Task Frequency		
		Moderate 10-50%	High 51-100%	Moderate 10-50%	High 51-100%	Moderate 10-50%	High 51-100%	
	1.1 Repeated reaching or arms held away from the body while unsupported:							
	Below shoulder level (15-90 degrees away from body)	F S N 1 1 0	F S N 3 1 0	F S N 1 1 0	F S N 3 1 0	F S N 1 1 0	F S N 3 1 0	
		OR	OR	OR	OR	OR	OR	
	Above shoulder level (>90 degrees away from body)	F S N 3 1 0	F S N 4 1 0	F S N 3 1 0	F S N 4 1 0	F S N 3 1 0	F S N 4 1 0	
	1.2 Repeated arm forces exceeding 10 lbs. (4.5 kg.) (e.g. roughly equivalent to lifting a gallon of milk)	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	
	1.3 Holding/carrying materials exceeding 25 lbs. (11.3 kg.)	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	
	1.4 Head/neck bent, tilted, or twisted (e.g., display too high or too far away)	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	
	1.7 High speed, sudden shoulder movements (e.g., opening a stuck door, pulling and yanking on a bed linens to remove them)	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	
	Task Scores = (column total)		10					

# Level I - Ergonomics Assessment for Maintenance, Warehouse, and Service Work Areas

## Part II - Checklist, Hand/Wrist/Arm

### Job Factors

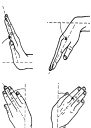








For each Job Factor, select the appropriate Job Factor Frequency score in the appropriate Task Frequency column using the following guidelines:

**Frequently (F):** Job Factor occurs more than 50% of the task time

**Sometimes (S):** Job Factor occurs for 10-50% of the task time

**Infrequently/Never (N):** Job Factor occurs less than 10% of the task time or does not apply

### Critical Tasks

Job Factor	Task Name: <b>Packing</b>	Task Name:		Task Name:		Task Name:		Comments	
		Task Frequency		Task Frequency		Task Frequency			
		Moderate 10-50%	High 51-100%	Moderate 10-50%	High 51-100%	Moderate 10-50%	High 51-100%		
 <b>2.1 Bent wrists (&gt;10 degrees in any direction)</b>		F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0		
 <b>2.2 Repeated hand, wrist, or arm movements (includes forearm rotation) (e.g., scanning groceries, washing dishes)</b>		F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0		
 <b>2.3 Repeated finger movements (e.g., repetitive keying tasks, operating buttons on hand-held scanners)</b>		F S N 1 1 0	F S N 3 1 0	F S N 1 1 0	F S N 3 1 0	F S N 1 1 0	F S N 3 1 0		
 <b>2.4 Hyperextension of thumb/finger (e.g., using pliers with a wide handle span; using a small input device)</b>		F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0		
  <b>2.5 Hand forces; fingertip force &gt;2 lbs. (.9 kg.) (e.g., 2 lbs. is roughly equal to holding fingernail clippers closed) or full hand force &gt;8 lbs. (3.6 kg.) (e.g., 8 lbs. is roughly equal to holding a gallon of milk)</b>		F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0		
 <b>2.6 Hard edges (e.g., tool handle or work area presses into fingers or hand, holding box by cut-out handles or strapping)</b>		F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0		
 <b>2.7 Exposure to hand-transmitted vibration, impact forces, or torque (e.g., using a nail gun)</b>		F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0		
 <b>2.8 Hands/fingers exposed to cold temperatures (e.g., working outside in winter environment, working in freezers, meatpacking)</b>		F S N 1 0 0	F S N 2 1 0	F S N 1 0 0	F S N 2 1 0	F S N 1 0 0	F S N 2 1 0		
<b>Task Scores =</b> (column total)			<b>7</b>						

# Level I - Ergonomics Assessment for Maintenance, Warehouse, and Service Work Areas

## Part II - Checklist, Back/Torso

### Job Factors

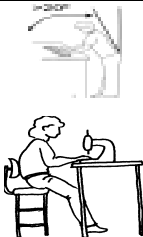
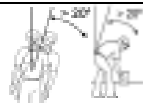






For each Job Factor, select the appropriate Job Factor Frequency score in the appropriate Task Frequency column using the following guidelines:

**Frequently (F):** Job Factor occurs more than 50% of the task time

**Sometimes (S):** Job Factor occurs for 10-50% of the task time

**Infrequently/Never (N):** Job Factor occurs less than 10% of the task time or does not apply

### Critical Tasks

Job Factor		Task Name: Packing		Task Name:		Task Name:		Comments						
		Task Frequency		Task Frequency		Task Frequency								
		Moderate 10-50%	High 51-100%	Moderate 10-50%	High 51-100%	Moderate 10-50%	High 51-100%							
	<b>3.1 Static/awkward back postures while standing or sitting</b> (e.g., leaning forward or to the side >20 degrees)	F 1	S 1	N 0	F 4	S 1	N 0	F 1	S 1	N 0	F 4	S 1	N 0	
	<b>3.2 Repeated forward or sideways bending (&gt;20 degrees)</b> (e.g. lifting from floor level)	F 1	S 1	N 0	F 4	S 1	N 0	F 1	S 1	N 0	F 4	S 1	N 0	
	<b>3.3 Repeated twisting</b> (e.g. rushing while lifting, pulling, open a stuck door)	F 1	S 1	N 0	F 4	S 1	N 0	F 1	S 1	N 0	F 4	S 1	N 0	
	<b>3.4 Lifting</b> <ul style="list-style-type: none"><li>50 lbs. (22.7 kg.) if upright with the load held close to the body or</li><li>10 lbs. (4.5 kg.) if lift involves bending or reaching</li></ul>	F 4	S 4	N 0	F 4	S 4	N 0	F 4	S 4	N 0	F 4	S 4	N 0	
	<b>3.5 High speed or sudden movements</b> (e.g., lifting patients, lifting boxes larger than 30 in [76 cm])	F 1	S 1	N 0	F 4	S 1	N 0	F 1	S 1	N 0	F 4	S 1	N 0	
	<b>3.6 Pushing/pulling &gt; 50 lbs. (22.7 kg.)</b> (e.g. pushing/pulling a full two-drawer file cabinet across a carpeted floor)	F 1	S 1	N 0	F 4	S 1	N 0	F 1	S 1	N 0	F 4	S 1	N 0	
	<b>3.7 No foot support when seated</b>	F 1	S 1	N 0	F 4	S 1	N 0	F 1	S 1	N 0	F 4	S 1	N 0	
	<b>3.8 Exposure to whole body vibration</b> (e.g. operating a fork lift truck)	F 1	S 1	N 0	F 4	S 1	N 0	F 1	S 1	N 0	F 4	S 1	N 0	
	<b>Task Scores = (column total)</b>					<b>2</b>								

# Level I - Ergonomics Assessment for Maintenance, Warehouse, and Service Work Areas

## Part II - Checklist, Legs/Feet

### Job Factors





For each Job Factor, select the appropriate Job Factor Frequency score in the appropriate Task Frequency column using the following guidelines:

**Frequently (F):** Job Factor occurs more than 50% of the task time

**Sometimes (S):** Job Factor occurs for 10-50% of the task time

**Infrequently/Never (N):** Job Factor occurs less than 10% of the task time or does not apply

### Critical Tasks

Job Factor		Task Name: Packing			Task Name:			Task Name:			Comments			
		Task Frequency			Task Frequency			Task Frequency						
		Moderate 10-50%	High 51-100%		Moderate 10-50%	High 51-100%		Moderate 10-50%	High 51-100%					
	4.1 Standing in a fixed position (especially on hard floor surface)	F 1	S 1	N 0	F 4	S 1	N 0	F 1	S 1	N 0	F 4	S 1	N 0	
	4.2 Exposure to hard edges or surfaces (e.g., edge of chair presses into back of leg, task requires leaning against the hard edge of a table)	F 1	S 1	N 0	F 4	S 1	N 0	F 1	S 1	N 0	F 4	S 1	N 0	
	4.3 Awkward leg postures (e.g. kneeling, squatting crawling, etc.)	F 1	S 1	N 0	F 4	S 1	N 0	F 1	S 1	N 0	F 4	S 1	N 0	
	4.4 Use of foot pedal while standing	F 1	S 1	N 0	F 2	S 1	N 0	F 1	S 1	N 0	F 2	S 1	N 0	
	Task Scores = (column total)				5									

# Level I - Ergonomics Assessment for Maintenance, Warehouse, and Service Work Areas

## Part II - Checklist, Head/Eyes

### Job Factors



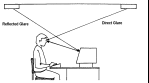
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**Frequently (F):** Job Factor occurs more than 50% of the task time

**Sometimes (S):** Job Factor occurs for 10-50% of the task time

**Infrequently/Never (N):** Job Factor occurs less than 10% of the task time or does not apply

### Critical Tasks

Job Factor		Task Name: Packing		Task Name:		Task Name:		Comments
		Task Frequency		Task Frequency		Task Frequency		
		Moderate 10-50%	High 51-100%	Moderate 10-50%	High 51-100%	Moderate 10-50%	High 51-100%	
	5.1 Light levels are too high or too low (difficult to see)	F S N 1 1 0	F S N 2 1 0	F S N 1 1 0	F S N 2 1 0	F S N 1 1 0	F S N 2 1 0	
	5.2 Task is visually demanding (e.g., requires close examination of work piece or computer screen)	F S N 1 1 0	F S N 3 2 0	F S N 1 1 0	F S N 3 2 0	F S N 1 1 0	F S N 3 2 0	
	5.3 Glare is present on the work surface or computer screen	F S N 1 1 0	F S N 2 1 0	F S N 1 1 0	F S N 2 1 0	F S N 1 1 0	F S N 2 1 0	
	Task Scores = (column total)		0					



## Part III - Environmental

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5
0	0	0	1	4
0	0	0	1	4
0	0	0	1	4
0	0	0	1	4

Environmental Score = 0

Environmental  
Rating  
Environmental  
Score

Low	Med	High
0-3	4-7	8+

[illegible]